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DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERE-C (405-90)

18 February 1997

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Leasing of Real Property at Base Closure Installations

1. Enclosed is a copy of a memorandum from the Deputy Assistant Secretary of the Army for Installations and Housing. The memorandum directs contact with local redevelopment authorities (LRAs) concerning the use of model lease provisions. The contact with the LRAs is to be made by 7 Mar 97. Please take action to accomplish this directive.
2. The Districts should contact the installations they support to prepare for pre-leasing conferences. Please note the pre-leasing conferences are only necessary for those LRAs expressing interest in leasing property, but installations and Districts are encouraged to conduct a pre-leasing conference as a method of acquainting and educating the LRAs with the leasing process.
3. Questions should be directed to the project officer in this office.

FOR THE DIRECTOR:

Encl
as


GARY B. PATERSON
Chief, Base Realignment and
Closure Office
Directorate of Real Estate

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DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
INSTALLATIONS LOGISTICS AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON DC 20310-0110



February 7, 1997

MEMORANDUM FOR

ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT,
ATTN: DAIM-BO

DIRECTOR OF REAL ESTATE, HEADQUARTERS, U. S. ARMY CORPS OF
ENGINEERS, ATTN: CERE-C

SUBJECT: Leasing of Real Property at Base Closure
Installations -- ACTION MEMORANDUM

Over the past several months, representatives from the three military departments, the Defense Logistics Agency, and the Office of Base Closure and Community Redevelopment in OSD have looked at leasing practices within the several departments. This working group operated under the leadership of the Base Reuse Oversight Team (BROT). At the latest meeting of the BROT, Dr. Goodman asked that the results of the working group be put into action by field elements of the military departments. Therefore, I ask you to provide the following information and instructions be disseminated to all the Major Commands, installations, and Engineer divisions and districts.

a. The U. S. Army Engineer Districts should send model lease provisions to each local redevelopment authority (LRA). The LRAs should be informed the use of model lease provisions expedites execution of leases. This action should be completed within 30 days.

b. When a LRA expresses interest in leasing property, the installation and the supporting U.S. Army Engineer District should arrange a pre-leasing conference with the LRA. The pre-leasing conference must provide information on process, timelines for completing actions, and what



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information is needed from the LRA. A major focus must be the environmental documentation required to support a lease request and the time needed to complete this documentation.

c. Interim leases do not have to be limited to a five year term. The LRA is responsible for justifying its need for a term beyond five years.

The key to a successful leasing program is communication and understanding. I implore all those involved in the BRAC process to educate the LRAs on the authorities we have, the process we must follow, and the assistance needed from the LRAs to make the leasing program work.



Paul W. Johnson
Deputy Assistant Secretary of the Army
(Installations and Housing)
OASA(I,L&E)